



This regulation is made pursuant to Statute 3.1 – *Officers and Staff of the University*.

1. The Council shall, on the advice of the Vice-Chancellor, appoint a Principal Officer of each Faculty.
2. A Principal Officer of a Faculty shall ordinarily be:
 - (a) appointed for an initial term of five years; and
 - (b) eligible for reappointment by the Council for a further term or terms, totalling not more than five years.
3. A Principal Officer of a Faculty shall:
 - (a) have such powers and duties as are prescribed in this regulation and in any other university statute or university regulation and as conferred upon or delegated to that person by the Council; and
 - (b) be responsible to the Vice-Chancellor for the general administration of the Faculty; and
 - (c) have the following duties and responsibilities:
 - (i) convene and preside at all meetings of the Faculty Board subject to the prior right of the Chancellor, a Deputy Chancellor or the Vice-Chancellor to preside at any such meeting;
 - (ii) be an official member of any committee of the Faculty or committee of the Faculty Board and may preside at any meeting of the Faculty or committee of the Faculty subject to the prior right of the Chancellor, a Deputy Chancellor or the Vice-Chancellor to preside at any such meeting;
 - (iii) cause to be transmitted to the Academic Board, resolutions and recommendations of all meetings of the Faculty Board;
 - (iv) submit annual reports on the Faculty's performance against its objectives to the Academic Board on or before a date set by the Academic Board;
 - (v) conduct the academic affairs of the Faculty in accordance with university statutes and university regulations, as well as any relevant policies and procedures;
 - (vi) advise and report to the Vice-Chancellor and the Academic Board on all matters pertaining to the Faculty;
 - (vii) provide academic leadership pertaining to teaching, research, academic quality assurance and other academic activities of the Faculty;
 - (viii) ensure the Faculty meets its enrolment, budget and revenue targets and associated planning objectives;
 - (ix) prepare Faculty operational plans and budgets within the context of the University's Strategic Plan, annual Operational Plan and Business Plan;
 - (x) foster domestic, international and entrepreneurial activities and partnerships to further the objects of the University;

- (xi) ensure effective leadership and management of all operational aspects of the Faculty, including staffing, teaching, research, management, administration, budgeting, resource and workload allocation, working conditions and occupational health and safety matters;
- (xii) supervise and coordinate the work of the senior officers of the Faculty and the Principal Officers of the Schools within the Faculty;
- (xiii) co-ordinate the work of the Faculty with the work of other faculties;
- (xiv) maintain the overall discipline of the Faculty;
- (xv) assist the Vice-Chancellor in the management, administration and promotion of the University; and
- (xvi) exercise such other powers and perform such other duties as may from time to time be conferred or delegated by the Council or assigned by the Vice-Chancellor.

4. A Principal Officer of a Faculty may delegate any of his or her specific powers and responsibilities but may not delegate this power of delegation.

Senior Faculty Officers

5. The Vice-Chancellor may from time to time appoint senior officers in Faculties.

Approved by Council on 11 December 2008 and incorporating all amendments to 21 November 2014.